



City of Austin - JOB DESCRIPTION



Audit Investigator III

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	11033	Salary Grade:	AG8
Approved:	December 07, 2001	Last Revised:	February 14, 2008

Purpose:

The Office of the City Auditor is a City department that reports to the City Council and provides a menu of services including audits, investigations, and consulting projects.

This position is in the City Auditor's Integrity Unit (CAIU) which performs projects designed to prevent, detect, and investigate fraud, waste, and abuse of City resources.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Schedule, plan, manage, and monitor multiple concurrent high-impact fraud investigation, detection, and control projects designed to have a positive and broad-based impact on the City of Austin's ethical and integrity environment.
2. Provide timely substantive review and constructive feedback of work and work papers developed by other team members.
3. Demonstrate expertise in, and coach team members in, the use of fraud examination principles, internal controls auditing, and fraud detection methodologies.
4. Develop and implement appropriate, innovative methodologies, utilize effective project management techniques, and produce high-quality outputs.
5. Coach team members to conduct both friendly and adversarial interviews and meetings to obtain useful, relevant, and reliable information for all types of investigative and audit projects.
6. Provide testimony in administrative, civil, or criminal hearings.
7. Identify, develop and deliver effective external training presentations on fraud-related issues.
8. Coordinate CAIU investigative activities with those of other agencies.
9. Demonstrate a high level of technical proficiency and provide office wide support in one or more specialty areas, such as statistical analysis, data mining, forensic accounting, or other relevant/needed area.
10. Prepare CAIU's performance reports for distribution to management and decision makers.
11. Develop, review, and revise guidelines, procedures, policies, rules, and regulations affecting the CAIU and the OCA.

Responsibilities - Supervisor and/or Leadership Exercised:

Possess and maintain the highest standards of conduct, honesty, and loyalty in both official and personal matters. The incumbent of this position is required to perform tasks related to hiring, disciplinary actions, conducting employee evaluations, coordinating and delegating work, training and managing the flow of work for the operation

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of theories, principles, and practices of investigation and internal control as well as the ability to apply such knowledge to integrity investigation, detection, and control projects involving government activities and resources.
- Knowledge of and demonstrated ability to adhere to appropriate professional standards, including the President's Commission on Integrity and Ethics Quality Standards for Investigations and the Government Auditing Standards.
- Knowledge of applicable laws, rules, and regulations, including the U.S. Constitution, the U.S. Federal Rules of Evidence, the Federal Rules of Criminal Procedure, Texas State Criminal Codes, the Austin City Charter and Code of Ordinances, as well as other pertinent statutes, such as the Privacy, Freedom of Information, and Whistleblower Protection Acts.
- Proficiency in planning, leading, and coordinating fraud investigation, detection, and control projects.
- Proficiency in identifying, obtaining, and analyzing information from a variety of sources, evaluating facts, and employing sound deductive reasoning to draw appropriate conclusions and make improvement recommendations.
- Proficiency in compiling information and creating and delivering clear, concise, deductive, and fact-based project reports (verbal and written).
- Expertise in the establishment and maintenance of good working relationships with city employees and managers, mayor and council, law enforcement and prosecutorial agencies, and the public.
- Expertise in the exercise of tact, objective judgment, and effective conflict resolution skills when confronted with confrontational or adversarial situations.
- Possesses a commitment to continuous learning and growth through the development of new skills, pursuit of

- applicable professional certifications, and involvement in professional organizations.
- Ability to promote open and honest communication with all office staff, including performance and behavior feedback and conflict resolution.
- Ability to motivate team members.

Minimum Qualifications:

Graduation from an accredited four-year college or university, plus a minimum of three (3) years related experience, one (1) year of which must be in a lead and/or supervisory capacity.

A professional certification (CPA, CIA, CGAP, CFE, CISA, CGFM, CMA, or JD) or masters degree from an accredited college or university is required.

A masters degree will substitute for one (1) year of the required non-supervisory experience.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.